



Compensation Analyst

Job Description

Department: Human Resources Management
Position: Career Service
Grade: 511
Supervisory: No
Reports to: Compensation Manager

Summary

Under general supervision of the Compensation Manager, performs professional level administrative, technical, and analytical duties to maintain and administer compensation programs in compliance with Utah County policies and government regulations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Facilitate day-to-day operation of the County pay plan by reviewing and auditing wage and salary changes resulting from reclassifications, promotions or other job changes, or market adjustments, and by advising and educating supervisors, managers, and Human Resources personnel regarding application of compensation programs.
2. Develop and maintain job descriptions, documenting and clarifying essential functions and job specifications; perform classification audits as needed.
3. Perform comprehensive analysis of market data and internal job relationships to recommend job value and placement within the pay structure.
4. Participate in and conduct salary surveys. Perform market pricing activities; research, gather, and analyze job and pay data from the targeted labor market; document and present findings and recommendations.
5. Maintain and ensure accuracy of the county-wide staffing plan of approved positions. Review department requests for adjustments and prepare and submit Commission Meeting agenda items, coordinate processing of approved items.
6. Calculate total compensation value for grant applications and other projects; analyze cost details according to various position types.
7. Assist in preparing salary and benefits cost projections by position for the annual county-wide budget process.
8. Develop and maintain standard operating procedures for critical processes.
9. Develop techniques for compiling, preparing, and presenting data related to compensation and benefits.

For Office Use Only

Job Code: 2251
Job Title: Compensation Analyst
FLSA: Exempt
Effective Date: 9/20/2021
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Provide comprehensive data analysis for special projects; provide explanation of data; identify trends and make recommendations based on projections.
11. Coordinate the load of employee, job, and survey data into compensation analysis system.
12. Keep apprised of federal, state, and local employment laws and regulations to ensure County compliance; review, interpret, and make recommendations for policy, processes, or program improvements.
13. Provide excellent customer service to Utah County employees by responding to employee requests and questions in a timely and professional manner.
14. May assist with accurate preparation and balancing of county-wide biweekly payroll.
15. May monitor input and recording of employee work hours; enter changes and answers questions relating to employee earnings and withholdings including state taxes, federal taxes, social security, retirement, and insurance; analyze, prepare, and input payroll data.
16. Perform administrative and general office functions including filing, answering phones, and front desk coverage as needed and other duties as directed.
17. Exemplify the desired culture and philosophy of the organization.
18. Work effectively as a team member with the other members of management and the Human Resources staff.

Competencies

1. Human Resources Expertise
2. Communication
3. Relationship Management
4. Critical Evaluation
5. Consultation
6. Business Acumen
7. Ethical Practice
8. Decisive Decision Making
9. Maintain Confidentiality
10. Complex Statistical Analysis

Knowledge, Skills, and Abilities

- Knowledge of current human resource laws
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research and presenting findings
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training

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- Ability to create and maintain files, records, reports, and complex spreadsheets
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to quickly shift focus and adapt to changing priorities
- Ability to work under pressure

Supervisory Responsibility

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone, ten key, photocopiers, shredders and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Some flexibility in hours may be allowed, but the employee is expected be available during the “core” work hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, and must work eighty (80) hours each pay period to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor’s degree in Human Resources, Business Management or a related field.

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2. Two (2) years of Human Resources office experience (e.g., benefits, talent, payroll, compensation, HRIS).
3. Plus, two (2) years of experience directly related to job analyses, job descriptions, salary surveys, market pricing or complex data analysis.
4. Equivalent combinations of education and experience that include two (2) years of directly related experience may also be considered.

Preferred Education and Experience

1. Possession of one or more of the following certifications: Certified Compensation Professional (CCP), Professional in Human Resource Certification (PHR)/SPHR, SHRM-Certified Professional (SHRM-CP), or related certification.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of thirty (30) WPM net.
3. Knowledge of Workday HRIS.
4. Knowledge of Payfactors software.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, gender status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

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Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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